



## Personnel and Administrative Policy and Procedure

<b>SUBJECT:</b> Workplace Breastfeeding Support	<b>EFFECTIVE DATE:</b> October 10, 2008 <b>REVIEWED:</b> May 2011 <b>REVISED:</b>
<b>CATEGORY:</b> 200 <b>POLICY NUMBER:</b> 200.61	<b>CROSS REFERENCE:</b>

**Purpose:** To provide guidelines in compliance with Oregon Administrative Rules adopted in 2008 regarding rest periods for the expression of milk.

**Scope:** All employees. Negotiated contract language will prevail for represented employees.

**Policy:** The City will provide reasonable rest periods to accommodate an employee who needs to express milk for their child(ren) 18 months of age or younger. A “reasonable rest period” is no less than 30 minutes during each 4-hour period or major part of a 4-hour period to express milk.

**Guidelines for Use:** The City will treat the rest periods used by the employee for expressing milk as paid rest periods, up to the amount of time the employee is allowed to receive either by the collective bargaining agreement if applicable or by law. If the employee takes unpaid rest periods, the City will allow the employee to work before or after the normal shift to make up the amount of time used during the unpaid rest periods so long as this does not come in conflict with collective bargaining agreements or does not incur overtime obligations. If the employee chooses not to work or use paid leave to make up the amount of time used or during the unpaid rest periods, the time will be considered unpaid leave.

The City will seek to find appropriate facilities on site in each building. The employee may also leave work to go where the child(ren) is/are. If the employee reasonably needs more time than the normal lunch and rest breaks, the supervisor may authorize the employee to use appropriate accrued leave, or adjust the starting and/or ending times for that day to make up the time. The breastfeeding employee and the manager will work together to determine the appropriate schedule arrangements.

### Breastfeeding Room

The supervisor will work with HR on a case-by-case basis to find a location that meets the guidelines as outlined in Oregon Administrative Rules. The location may not be a public restroom or toilet stall and must be in the same building as the employee works, have a locking door, allow for the employee to be concealed from view, and have an electrical outlet. This may be an empty office, the employee’s office, conference room, room connected to a public restroom, storage space or any other space if it meets the criteria outlined.

If an employee works in the field, the supervisor should work in consultation with HR and the employee to find a suitable location.

### Storage

If there is a refrigerator available to employees for personal use, the employee must be permitted to use the available refrigerator to store the milk. The employee is responsible for supplying storage containers and should clearly label the container with the date and name. Alternatively an employee may bring a

cooler in which to store the milk. If an employee brings a cooler the City shall provide a place to store the cooler.

### **Responsibilities**

#### Employee:

- Notify the supervisor prior to returning to work that there will be a need to exercise the provisions of this policy.
- Follow guidelines outlined in this policy.

#### Supervisor:

- Work with the employee and HR to ensure compliance with this policy regarding location and break time.
- Follow guidelines outlined in this policy.

#### Human Resources:

- Work with supervisors and employees to ensure the provisions of this policy are followed.